Construction Documents Checklists

- The following checklists are to be used from the onset of construction documents.
- They are designed to help the project architect/engineer submit a complete set of construction documents for and should not be considered finite.

General Information

- ☐ A key plan, when necessary to identify areas of the floor plan when the plan is separated.
- ☐ Drawing sheets shall be 24” x 36” unless approved by DFM and the agency.
- ☐ All floor plans for all disciplines must be the same scale and the plans must be oriented in the same direction. North should be to the top of the page unless the size of the plan is too large.
- ☐ Titleblocks should follow the example at the end of this checklist.

Cover Sheet

- ☐ Project title and DFM project number ("A" number).
- ☐ Owner/state agency name.
- ☐ Building name and number.
- ☐ Project location.
- ☐ Division of Facilities Management street address, telephone number and fax number.
- ☐ Project architect/engineer’s name, street address, telephone number, and fax number.
- ☐ Primary consultants' names and disciplines.
- ☐ Drawing sheet index.
- ☐ Vicinity and/or campus maps.
- ☐ A titleblock that matches the titleblock on the other drawings should appear on the cover sheet.

Site Plan(s)

- ☐ Site plan(s) shall be drawn to a scale not smaller than 1" = 50'-0” and each drawing’s scale noted.
- ☐ Survey information.
- ☐ Clearly differentiate new features from existing.
- ☐ Sidewalks, including dimensions.
- ☐ Driveways including dimensions curb cuts, any painting and signage.
- ☐ Parking areas, including dimensions, curbs, striping, lighting standards, bollards, concrete bumpers and signage.
- ☐ Stairs and ramps including dimensions.
- ☐ Floor elevations shall be noted as both the actual elevation and the referenced elevation.
- ☐ Contours of existing and finish grades shall be shown at 1'-0" intervals, including spot elevations where needed.
- ☐ All horizontal control dimensions.
- ☐ Drainage.
- ☐ Landscaping.
- ☐ Final and existing grade elevations at all corners of the building and at such points as landings, walks and drives.
- ☐ Structures to be demolished.
- ☐ Construction limits and staging area.
- ☐ Contractor access and parking.
- ☐ Existing utilities to be removed or abandoned.
- ☐ Detailed utility site plans may be omitted if shown elsewhere on separate utility site plan and referenced accordingly.

ARCHITECTURAL

Floor Plans

- ☐ Where entire plan of the building or complex cannot be shown on one sheet at 1/8" = 1'-0", a separate drawing shall be prepared to show the overall dimensions, arrangements and relationships of the various components of the project. A key plan shall appear with each of the working drawing plans to designate the section of the project to which each component relates.
- ☐ Complete dimensions to allow for constructability.
- ☐ Orientation, room titles and room numbers for all areas on each floor of the building.
- ☐ Key symbols for sections, door and window designations, elevations and details shall include section designations, sheet reference
- ☐ Where floor elevations differ, the elevation of each shall be noted.
- ☐ Floor material transitions.
- ☐ Plan dimensions shall be to one face of masonry rather than to finish materials or center lines.
- ☐ Plan dimensions shall be to one side of wood framing members and to the centerline of metal framing members rather than to finish materials.
- ☐ Elements and components which must be coordinated among architectural, structural, mechanical and electrical plans shall be shown and referenced where they affect the work of the other trades.
- ☐ Large scale detail plans shall be shown at 1/4" =1'-0" for congested areas, toilet rooms and areas in which location of equipment is critical.
- ☐ Plumbing fixtures and dimension their location.
- ☐ Grid lines and column locations.

Architectural Schedules

- ☐ The door schedule shall indicate door size, type, frame type, hardware set number, detail references and its required fire rating.
- ☐ The window schedule shall include glass and frame type, sill height, required fire ratings, when applicable, and detail references
- ☐ The finish schedule shall include room names and numbers, floor, ceiling, wall and base materials and ceiling heights
- ☐ The partition type schedule shall be presented either graphically or in written format.

Roof Plan

- ☐ Roof plan(s) shall be at an appropriate scale to present with clarity the following information but shall be shown a minimum scale of 1/8" = 1’ – 0”.
- ☐ Coordinate roof plan among all disciplines.
- ☐ Identify all materials such as cants, saddles and crickets, valleys, ridges and any change in elevations or slope.
- ☐ Locate and dimension roof and overflow drains.
- ☐ Locate gutters and downspouts.
- ☐ Note penetrations through the roof such as skylights, chimneys, ducts or vents, penthouses, mechanical equipment and roof curbs.
- ☐ Note changes of roof elevations.
- ☐ Note slopes or other significant conditions.
- ☐ Built-up roofs shall have a slope of not less than 1/4" per foot.
- ☐ Indicate locations of insulation vents if required.
- ☐ Identify section and detail location(s).
- ☐ For “flat” roofs, show the direction of slope of tapered insulation.

Building Elevations

- ☐ Building elevations shall be drawn to the same scale as the plans.

- ☐ Elevation levels shall be noted including all portions below grade, areaways, tunnels, etc. (entire pier lengths need not be shown).
- ☐ Footings, foundations and other below grade items including brick and stone ledges shall be shown with a dashed line.
- ☐ Indicate existing grades and new grades.
- ☐ Dimension of floors elevations, ceiling elevations roof slab elevations.
- ☐ Identify all exterior wall materials.
- ☐ Locate doors, windows, control joints and expansion joints.
- ☐ Identify section marks
- ☐ Indicate all through roof penetrations and all light fixtures, louvers and other mechanical and electrical devices that appear on the exterior.
- ☐ Show all roof drains, scuppers, gutters and downspouts

Interior Elevations

- ☐ Enlarged elevations of restrooms to shall indicate mounting heights of toilet fixtures and accessories, including items required for accessibility.
- ☐ Interior elevations of kitchens and other areas showing is cabinetry, counters, shelving and casework, including items required for accessibility.
- ☐ Indicate material finishes and other special features that require additional detail.

Building Sections

- ☐ Building sections shall be drawn at the same scale as the building elevations.
- ☐ Show any special conditions
- ☐ Show interior room elevations and room identification
- ☐ Show stairs, corridors, chases, and plenum areas.
- ☐ Show floor, wall, ceiling and roof elevations
- ☐ Show major ductwork, piping, conduit and other equipment that intersects the space.

Wall Sections

- ☐ Wall sections shall be drawn at a scale of at least 3/4" = 1'-0". Wall sections are to show the building components in more detail and shall include including the following:
- ☐ Show typical and special wall construction
- ☐ Dimension floor elevations from footings to roof
- ☐ Detail the wall thickness and connection detail to floor and roof systems & flashings
- ☐ Detail at doors and windows and wall penetrations.
- ☐ Reference enlarged details

Details

- ☐ Details shall be drawn to scale of 3" = 1'-0".
- ☐ Typical and special window heads, jambs, sills and mullions
- ☐ Typical and special door heads, jambs, sills and transoms
- ☐ All exterior door details shall include sill details showing the threshold in relation to the floor and foundation wall.
- ☐ Spandrel detail, parapets, cornices and overhangs
- ☐ Special construction conditions and architectural features
- ☐ Cabinets, shelves, racks, wardrobes, chalkboards and special equipment
- ☐ Typical and special trim.
- ☐ Show stair risers, treads, landings, newels, handrails, guardrails and dimensions of all components.
- ☐ Show details of ramps including landings, handrails, guardrails, dimension all components and indicate in elevation the slope of the ramp as required by accessibility standards.
- ☐ Show all roof details necessary to install a weather tight roof.

Reflected Ceiling Plan

- ☐ Reflected ceiling plans shall be drawn at the same scale as the architectural floor plans.
- ☐ Identify all typical and special ceiling materials and conditions:
- ☐ Identify all ceiling materials, wall faces and profiles, exposed beams and other construction.
- ☐ Locate all light fixtures, diffusers, grilles, access panels, speakers, sprinkler heads detectors, ceiling fans, and all other items affixed to the ceilings.
- ☐ Locate skylights, drapery pockets and tracks, trim around columns, borders, trim cornices and control joints, coves, changes in ceiling height, bulkheads, soffits, structural supports, piers, columns
- ☐ Identify desired ceiling pattern with proper dimensioning.

STRUCTURAL

- ☐ Drawings shall contain all dimensions and details necessary to layout and construct the building.
- ☐ Identify the building code used for design.
- ☐ Details shall identify all typical and special conditions that occur in all components of the structure.
- ☐ The foundation plans shall be drawn at the same scale as the architectural floor plans.
- ☐ Provide large-scale details, sections, schedules and notations to indicate the size, shape, materials, reinforcing and elevations of footings, piers, grade beams and walls and footing drain system.
- ☐ Foundation plans may be combined with slab on grade and basement plans if clarity is maintained.
- ☐ Framing plans shall be drawn at the same scale as the architectural plans.
- ☐ Schedules shall identify material, size, shape of member and identifying mark
- ☐ Note the design live loads used in the preparation of the structural members.
- ☐ Show column grid lines and verify that the locations match the architectural floor plans.
- ☐ Identify loading including, floor / roof live loads, snow loads and dead loads.
- ☐ Identify species and grade of wood in wood construction.
- ☐ Indicate basic wind speed (3-second gust), miles per hour and wind exposure per applicable code.
- ☐ Indicate seismic design category and site class and the following:
  - ☐ Seismic importance factor and occupancy category.
  - ☐ Mapped spectral response accelerations.
  - ☐ Site Class
  - ☐ Spectoral response coefficients
  - ☐ Seismic design category
  - ☐ Basic seismic-force resisting systems
  - ☐ Design base shear
  - ☐ Seismic response coefficients
  - ☐ Response modification factors
  - ☐ Analysis procedure used.

ENGINEERING

Utilities Site Plan

- ☐ A utilities site plan shall be provided unless this data is included on the architectural site plan. Indicate surface features such as buildings, drives, parking, sidewalks, trees, etc.

Indicate the following information, if applicable, on the plans:

- ☐ Legend of Utilities Symbols.
- ☐ Permanent and temporary utilities and include elevations for each.
- ☐ Coordinate utilities with the mechanical, electrical and plumbing plans.
- ☐ Flow lines and invert information on manholes.

☐ All fire hydrant locations.

Heating, Ventilating and Air Conditioning Plans

☐ Heating, ventilating and air conditioning plans shall be drawn to same scale as the architectural plans with room numbers and use. HVAC plans shall be separate from the plumbing plans and electrical plans. (Exception: small project at the discretion of the Owner)

Indicate the following information, if applicable, on the plans:

☐ Legend of Mechanical & HVAC Symbols.
☐ Partitions and room layouts, fire and smoke rated partitions including the rating
☐ Two line ductwork layout including size, pressure class, single line is acceptable for final run out to the diffuser or grille only.
☐ Fire and smoke dampers locations and ratings.
☐ Seismic supports and restraints (if required)
☐ All necessary details, sections, schedules and notes to show the extent of the work
☐ Coil tube pull, and other maintenance and code clearance areas around equipment
☐ All devices such as balancing dampers, balancing valves, thermometers, pressure gauges, instrument-flow fittings and instrument-access panels which are required for balancing
☐ HVAC control drawings and schematics, including sequence of operation.

Plumbing Plans

☐ Plumbing plans shall be drawn to the same scale as the architectural plans.

Indicate the following information, if applicable, on the plans:

☐ Legend of Plumbing Symbols
☐ Temporary piping.
☐ Foundation drain line hook-ups.
☐ Storm and sewer lines.
☐ Show complete Water distribution system.
☐ Plumbing fixtures and equipment.
☐ Sewage disposal system (if any).
☐ Waste and vent lines.
☐ Gas supply and distribution (if any, and if not shown elsewhere).
☐ All necessary details, isometric diagrams, schedules and notes to describe fully and clearly all equipment, pipe and fitting types, sizes and materials.
☐ All pertinent floor elevations and slopes.
☐ Plumbing riser diagrams and plans as required.
☐ Vents thru the roof and coordinate with the roof plan.
☐ Roof drainage and overflow system.
☐ Unless shown on a utilities site plan, the plans shall include a plumbing site plan to show the location, type, size and extent of exterior lines, connections and equipment.

Electrical Plans

☐ Electrical plans shall be drawn to the same scale as the architectural plans.

Indicate the following information, if applicable, on the plans:

☐ Legend of Electrical Symbols
☐ Show all connections, permanent or temporary, inside and outside.
☐ Locations and sizes of all main-feeder and branch circuit conduits.
☐ Cables and wiring.
☐ Circuits noted by numbers.

- ☐ Names and capacities of special outlets.
- ☐ Locations and details of main and branch panels and other equipment.
- ☐ Locations, of, speakers, clocks, telephones, security and other special systems.
- ☐ The electrical riser diagrams shall extend to and include all panel boards.
- ☐ Graphically indicate required code clearance areas of electrical equipment.
- ☐ The total building connected load and calculated load demand in kilowatts shall be scheduled as part of the riser diagram.
- ☐ Light fixture and similar electrical equipment schedules shall include the total watts consumed by each unit.
- ☐ Coordinate all mechanical/electrical drawings to avoid installation conflicts during construction.

Fire Suppression Plans

Indicate the following information, if applicable, on the plans:

- ☐ Legend of Sprinkler System Symbols
- ☐ Floor plans shall be drawn to the same scale as the architectural plans
- ☐ Site plan shall show the location, type size and extent of exterior lines, connections to the water mains including valve position indicators/ valve pits etc., include locations of fire hydrants existing and new.
- ☐ Identify the NFPA 13 edition to which the system is designed and sprinkler design density.
- ☐ Occupancy/hazard class of each area or room
- ☐ All partitions and identify all fire rated walls.
- ☐ Location and size concealed spaces, closets, attics etc.
- ☐ Enclosures in which no sprinklers are installed.
- ☐ Soffits or known ceiling obstructions.
- ☐ Piping type/schedule and indicate fittings and joining methods
- ☐ Sprinkler piping, mains and branches with size and location for coordination with architectural elements and other trades (including drainage provisions.)
- ☐ Spacing of sprinklers and approximate head locations. Indicate any special architectural requirements (i.e.: centered in ceiling tiles, etc.)
- ☐ Temperature ratings of sprinkler heads and any high temperature head locations.
- ☐ Standpipe locations and hose connections, locations and sizes
- ☐ Identify system type and special requirements (i.e.: wet, dry, antifreeze, etc.)
- ☐ Interconnections with other building system (fire alarm etc.)
- ☐ Fire service entrance riser including control valves, back flow devices and main drain locations. Coordinate maintenance and testing access. etc.
- ☐ Sprinkler test stations including provisions for test water removal.
- ☐ Water supply information with waterflow test including date and source of information.
- ☐ Provide hydraulic calculations sufficient to verify adequacy of the water supply. (Full calculations must be provided with the shop drawings)
- ☐ Provide sufficient detail to determine the system size and identify coordination issues. Where the new system is connected to an existing system, provide sufficient detail to indicate that the new system is compatible and water supply is adequate for both systems.
- ☐ Final shop drawings shall include all information required by NFPA 13 for Working Plans.

Fire Alarm

Indicate the following information, if applicable, on the plans:

- ☐ Legend of Fire Alarm Device Symbols
- ☐ Floor plans shall be drawn to same scale as the architectural plans with room numbers and names indicating the use of all rooms.
- ☐ Locations of alarm-initiating and notification appliances.
- ☐ Alarm control and trouble signaling equipment
- ☐ Location of the Fire Alarm Control Panel annunciation panel.

- ☐ System monitoring method & location of remote supervising station (i.e. dial up, agency security office, local Fire Dept.)
- ☐ Power connection for the system.(including secondary power)
- ☐ Identify ADAAG requirements
- ☐ Conductor types/wiring methods. (i.e. shielded cable, plenum cable, cable tray, cable in conduit)
- ☐ Details of ceiling height and construction where they are non standard (i.e.: sloped ceilings, beam pockets, soffits, ceilings over 15ft, etc. Verify this information with the architectural plans.
- ☐ Interlocks with other systems (i.e.: fire sprinkler, HVAC, security, etc.)

Final Specifications

- ☐ State that specific brands or catalog numbers listed in the specifications are intended only to establish performance, quality, type and physical characteristics.
- ☐ Whenever possible, a minimum of three manufacturers shall be listed as approved equal.
- ☐ Required performance criteria for all materials and assemblies should be included along with installation procedures (unless reference is made to follow manufacturers' procedures), coordination procedures and cleanup methods.
- ☐ Balancing of all air-handling, hydronic and exhaust systems, when applicable, shall be prescribed in the mechanical specification in detail, including contractor requirements.
- ☐ **Procurement of testing services will be coordinated with the agency. Note when contractor should provide these services as part of their contract.**
- ☐ **Special inspections, as required by the applicable building code, shall be included in applicable sections.**
- ☐ All devices such as balancing dampers, splitter dampers, volume extractors, balancing valves, thermometers, pressure gauges, instrument-flow fittings and instant access panels required for balancing shall be specified.
- ☐ The final specifications shall require a minimum of four complete sets of operations and maintenance manuals covering each item of equipment. These manuals shall be bound separately for the mechanical and electrical and any portion, which is under separate contract. The manuals shall include interconnection diagrams for mechanical and electrical equipment, complete schematic wiring diagrams of all electrical and electronic equipment or subsystems or components of mechanical or similar equipment which are adequate for troubleshooting or repair purposes.
- ☐ The final specifications shall require the contractor to provide a minimum of one complete run-through with operating agency of all new and modified equipment and systems. This allows the operating agency personnel to receive "hands-on" experience before the contractor leaves the project.

END OF CONSTRUCTION DOCUMENT CHECKLIST

Construction Documents Checklists

Box 1 2" x 2 3/4" Vertical
- Font All text 1/8" high

Box 2 6 1/4"" Vertical
- Font Agency: 3/16" high
  Project Title: 1/4" high
  Address: 1/8" high
  Building Number 1/8" high
  Checked By: 1/8" high

Box 3 3/4" Vertical
- Font Sheet Content: 1/8" high maximum

Box 4 1/2:" Vertical
- Font DFM Project Number 3/16" high

Box 5 1/2" Vertical
- Font Sheet Number 3/16" high

Box 6 3/4" Vertical
- Font Original Contract Doc 1/8" high

Box 1: This is the smallest this font should appear.
Box 2: The information reqjuired in this box is the Project Title, Building Number & Agency Name. Font sized noted are maximums
Box 3: This box is reserved to describe sheet content. Font may be reduced to allow for more description.
Box 4: Only the DFM project number appears in this box. Agency numbers and architects project numbers appear in the upper half of the titlebolck.
Box 5: This box should include sheet number only.
Box 6: This box is reserved to denote the project phase. This should be limited to the following: Design Development, 30% Review, 60% Review, 90% Review, Original Contract Documents & As-Builts.